

# Hopkinton Recreation Summer Day Camp

## COUNSELOR

### Job Description

#### General Qualifications:

- Must be at least 16 years of age , and have an interest in Recreation, Education, Early Childhood Development or other related field.
- Must have a valid New Hampshire driver's license, with a clean driving record.
- You should be familiar with a wide variety of recreation activities and the have the ability to teach some of those activities.
- Beneficial to have CPR, ALS and/or Standard First Aid.
- Ability to work well with children, as well as deal tactfully with the public.
- Must be able to work the entire summer season June 23 – August 13.

#### Duties:

- ❖ Reports to the Hopkinton Recreation Director and/or Summer Day Camp Director.
- ❖ Work is performed in accordance with department policies and regulations. Periodic staff meetings, conferences and evaluations will be scheduled.
- ❖ Plan, initiate and coordinate various activities as assigned by the Summer Day Camp Director.
- ❖ Assist in establishing and maintaining a cooperative working relationship with the community (participants & parents), staff and department.
- ❖ Supervise all children participating in the Summer Day Camp program.
- ❖ Maintaining a clean, safe environment for all program participants.
- ❖ Have a working knowledge of the goals and objectives of Day Camp and the Hopkinton Recreation Department.
- ❖ Maintain records, prepare written reports and evaluations relating to the specific areas of responsibility. Each counselor is expected to complete a summer evaluation, as well as a written report at the end of the season.
- ❖ Perform all other necessary functions as assigned.

To obtain an application for employment go to [www.hopkinton-nh.gov](http://www.hopkinton-nh.gov), click on Recreation. If you have any questions, please call 746-2915.

**This position is a seasonal, temporary position that does not allow for inclusion in the Town of Hopkinton benefits plan.**